



Deputy Treasurer I

Department: Treasurer

Class Code: 1454

EEO Code: 22

FLSA: E

Effective: 01/02/1993

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in coordinating and supervising the operations of the Administrative and Compliance Section of the Treasurer's Office; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Coordinates and supervises the operations of the Administrative and Compliance Section; prepares documentation for purchasing supplies and check requests; approves invoices for payment, tracks payments and balances to monthly expenditure report; prepares all personnel related documents; approves and signs checks and check registers; invoices State Compensation Board; makes appointments for Treasurer; receives and screens visitors and telephone callers; operates PC, maintains files, assembles data and prepares performance reports; handles difficult problems for taxpayers; assists Treasurer in preparing State and County budget; writes performance appraisals; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of State tax laws and County ordinances; of the operations of the Treasurer's office; of the principles of supervision and office management.

Considerable skill in planning and supervising administrative and support functions; in interpreting and analyzing fiscal and technical data; in communicating effectively with supervisors, co-workers, subordinates and the general public; in representing the department in a wide variety of administrative functions.

MINIMUM EDUCATION AND EXPERIENCE:

High School diploma and five years of administrative experience including two years in a supervisory capacity; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
